

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

!	YOU MUST FILL OUT ALL THE INFORMATION REQUESTED <i>Do not leave any of the sections blank.</i>
N/A	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
U	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

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A. Permittee Name: City of Sierra Madre

B. Permittee Program Supervisor: Bruce Inman

Title: **Director of Public Works**

Address: **232 W. Sierra Madre Blvd.**

City: **Sierra Madre**

Zip Code: **91024**

Phone: **626-355-7135**

Fax: **626-355-2251**

C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

The NPDES program is administered by the Public Works Department. Other City Departments including Development Services, Community & Personnel Services, City Manager, and the Police Department contribute to various components of our program.

TABLE 1 - Program Management

Storm Water Management Activity	Division/Department	# of Individuals Responsible for Implementing
1. Outreach & Education	Public Works/Community & Personnel Services	2
2. Industrial/Commercial Inspections	Public Works	1
3. Construction Permits/Inspections	Public Works/Development Services	2
4. IC/ID Inspections	Public Works/Police Department	2
5. Street sweeping	Public Works	1
6. Catch Basin Cleaning	Public Works	1 plus Contract
7. Spill Response	Public Works	Up to 12
8. Development Planning (project/SUSMP review and approval)	Public Works/Development Services	4
9. Trash Collection	Public Works	Contractor

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D. Staff and Training

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training. **Comprehensive city-wide training was conducted in April of 2010 and therefore there was no additional training in FY 10/11. Attachment A shows the attendance for the April 2010 training.**

E. Budget Summary

1. Does your municipality have a storm water utility? Yes ☐ No ☒

If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

Sewer/Storm Drain Fund and a small amount from CalRecycle Used Oil Block Grant.

2. Are the existing financial resources sufficient to accomplish all required activities? Yes ☐ No ☒

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.

4. List any additional state/federally funded projects related to storm water.

CalRecycle Used Oil Block Grant – in conjunction with the City of Bradbury and the City of Monrovia.

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Program Element	Expenditures in Previous Fiscal Year	Estimated Amount Needed to implement Order 01-182
1. Program management a. Administrative costs b. Capital costs	\$250,000.00 (estimated combined pro-rated salaries) \$1,000.00	Unable to accurately estimate at this time.
2. Public Information and Participation a. Public Outreach/Education b. Employee Training c. Corporate Outreach d. Business Assistance	\$500.00 U (part of JPIA contract) \$250.00 \$250.00	Unable to accurately estimate at this time.
3. Industrial/Commercial inspection/site visit activities	U (included in Row 1 estimation)	Unable to accurately estimate at this time.
4. Development Planning	U (included in Row 1 estimation)	Unable to accurately estimate at this time.
5. Development Construction a. Construction inspections	U (included in Row 1 estimation)	Unable to accurately estimate at this time.
6. Public Agency Activities a. Maintenance of structural and treatment control BMPs b. Municipal street sweeping c. Catch basin cleaning d. Trash collection/recycling e. Capital costs f. Other	U \$77,586.00 \$24,000.00 U U U	Unable to accurately estimate at this time.
7. IC/ID Program a. Operations and Maintenance b. Capitol Costs	U (included in Row 1 estimation)	Unable to accurately estimate at this time.
8. Monitoring	\$1,691.00	Unable to accurately estimate at this time.
9. Other a. TMDL Planning b. Memberships c. Permit Fee	\$2,901.00 \$5,000.00 \$5,400.00	Unable to accurately estimate at this time.
10. TOTAL	\$368,578.00	Unable to accurately estimate at this time.

List any supplemental dedicated budgets for the above categories:

N/A

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II. Receiving Water Limitations (Part 2)

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒
- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes ☐ No ☒
- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
 2. A plan to comply with the RWL (Permit, Part 2);
 3. Changes to the SQMP to eliminate water quality exceedances;
 4. Enhanced monitoring to demonstrate compliance; and
 5. Results of implementation.

III. SQMP Implementation (Part 3)

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐
- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes ☒ No ☐
- C. Describe the status of developing a local SQMP in the box below.

The City of Sierra Madre continues to use the most current model program.

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- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

The City of Sierra Madre exceeds NPDES permit street sweeping requirements, with all residential areas being swept weekly and commercial zones and parking lots being swept twice weekly. The City has also identified downtown areas that receive additional washing services from the sweeping contractor. The City has passed a Landscaping Ordinance, Fats-Oils-Grease Ordinance, and a No Smoking (in downtown commercial areas) that are contributing to the reduction of pollutants in stormwater.

- E. Watershed Management Committees (WMCs)

1. Which WMC are you in? **Los Angeles River**
2. Who is your designated representative to the WMC? **James Carlson, Management Analyst**
3. How many WMC meetings did you participate in last year? **Ten**
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

The WMC meetings offer networking opportunities for the City to learn and share ideas geared toward providing solutions to existing and forecasted NPDES issues. WMC meetings have provided the City with an important voice in the planning and implementation of a Coordinated Monitoring Plan, various Special Technical Studies, the LA Rivers TMDL Implementation plan, and future planning to address additional TMDL requirements.

5. Attach any comments or suggestions regarding your WMC. **None at this time.**

- F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182? Yes ☒ No ☐
If not, describe the status of adopting such an ordinance.

N/A

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2. If yes, have you already submitted a copy of the ordinance to the Regional Board? Yes ☒ No ☐
If not, please attach a copy to this Report.
3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes ☐ No ☒
If yes, attach a copy of amendments to this Report.

G. Discharge Prohibitions

1. List any non-storm water discharges you feel should be further regulated:

Residential swimming pools that contain saltwater or a saltwater sanitizing system appear to be rising in popularity. Staff has inquired with the Regional Board as to how these pools should be safely drained for maintenance and has still not reached a solution.

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

None at this time.

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In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

1. No Dumping Message

a) How many storm drain inlets does your agency own? **212**

b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? **0**

c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? **212**

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

N/A – All inlets are routinely inspected and are all clearly marked.

d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? **There are no public access points to such water bodies within the City of Sierra Madre.**

Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

There are “No Dumping-Drains to Ocean” signs at all water channels that are under the jurisdiction of the Los Angeles County Flood Control District. There is no public access to any of the locations. The locations are Bailey Canyon Park, E. Grand View Ave., Camillo Ave., Sycamore Pl., Los Rocas Dr., Sturtevant Dr., Woodland Dr., and E. Sierra Madre Blvd.

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2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes ☐ No ☒
- b) If so, what is the number?
- c) Is this information listed in the government pages of the telephone book? Yes ☐ No ☐
- d) If no, is your agency coordinated with the countywide hotline? Yes ☒ No ☐
- e) Do you keep record of the number of calls received and how they were responded to? Yes ☒ No ☐
- f) How many calls were received in the last fiscal year? **3**

- g) Describe the process used to respond to hotline calls.

Three calls were received either directly or via referral with the L.A. County Hotline. All calls in FY 10/11 were responded to within 15 minutes by the Management Analyst.

- h) Have you provided the Principal Permittee with your current reporting contact information? Yes ☒ No ☐
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the www.888CleanLA.com web site (Principal Permittee only)? Yes ☐ No ☐
- If not, when is this scheduled to occur?

3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation. (Principal Permittee only)

N/A

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- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐

How many Public Outreach Strategy meetings did your agency participate in last year? **2**

Explain why your agency did not attend any or all of the organized meetings.

Identify specific improvements to your storm water education program as a result of these meetings:

Information and recommendations from these meetings continue to provide new and creative ideas for instruction. The City held 3 demonstration/instructions throughout the year. The events included a model display in which participants interacted with pollution sources as well as preventative measures.

List suggestions to increase the usefulness of quarterly meetings:

No suggestions at this time.

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented (*Principal Permittee only*).

N/A

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- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media? **Co-sponsored ads were placed in local newspapers twice during FY 10/11. The estimated cumulative circulation is 50,000. Information is continuously presented on the City's local access cable channel with approximately 2200 subscribers. Information is also available at all times on the City's website.**
- d) Describe efforts your agency made to educate local schools on storm water pollution.

The City refers local schools to the County's Environmental Defenders assembly programs.

- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)? Yes ☐ No ☐
If not, explain why.

N/A

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

N/A

For Permit Years 2-5, attach an assessment of the effectiveness of in-school storm water education programs.

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- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

N/A

If no target has been developed, explain why and describe the status of developing a target.

N/A

What is the status of meeting the target by the end of Year 5?

N/A

4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included.
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes ☒ No ☐
- c) Did your agency help distribute pollutant-specific materials in your city? Yes ☒ No ☐
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

The City of Sierra Madre has provided educational outreach material and was available to answer questions at three community events during FY 10/11. Materials are available in the City Hall lobby and Development Services counter. Educational information is constantly provided via the City's local access cable channel and the official City website.

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5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).

N/A

- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year?
- c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)?
- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)? Yes ☐ No ☐

If not, describe measures that will be taken to fully implement this requirement.

N/A

- e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☐ No ☐
If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

(Future planned program.)

6. Did you encourage local radio stations and newspapers to use public service announcements?

Yes ☒ No ☐

How many media outlets were contacted? **4**

Which newspapers or radio stations ran them?

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Sierra Madre Weekly, Pasadena Star News, Mountain Views News, and San Gabriel Valley Tribune.

Who was the audience?

General public, residents, businesses, and students.

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☐ No ☒
Estimated dollar value/in-kind contribution:
Type of media purchased:
Frequency of the buys:
Did another agency help with the purchase? Yes ☐ No ☐
8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes ☐ No ☒
If so, describe the type of advertising.

N/A

9. Did you establish local community partnerships to distribute educational storm water pollution prevention material? Yes ☐ No ☒
Describe the materials that were distributed:

N/A

Who were the key partners?

Who was the audience (businesses, schools, etc.)?

N/A

10. Did you participate in or publicize workshops or community events to discuss storm water pollution? Yes ☒ No ☐
How many events did you attend? **3**
11. Does your agency have a website that provides storm water pollution prevention information? Yes ☒ No ☐
If so, what is the address? **www.cityofsierramadre.com**

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12. Has awareness increased in your community regarding storm water pollution? Yes ☒ No ☐
Do you feel that behaviors have changed? Yes ☒ No ☐

Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

Attendance and participation was consistent with previous years. Knowledge of stormwater pollution prevention seems to continue to rise as witnessed with q&a and materials distribution. The most noticeable increase in knowledge is with the school age children who continue to surprise staff with their awareness and concerns for water quality.

13. How would you modify the storm water public education program to improve it on the City or County level?

No modifications at this time.

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B. Industrial/Commercial Facilities Program

1. Critical Source Inventory Database

Did you (individually or jointly) update the Database for Critical Sources Inventory?

Yes ☒

No ☐

Comments/Explanation/Conclusion:

City staff is closely monitoring the rise in popularity and quantity of outdoor dining and how additional potential pollutants may enter the MS4. Staff has enhanced efforts to eliminate the potential pollutants with enhanced contracted cleaning and the passing of an anti-smoking ordinance. This is the only Critical Source situation that is evolving.

2. Inspection Program

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Landfills	N/A	N/A	N/A	N/A
TSDf	N/A	N/A	N/A	N/A
Industrial/Commercial	0	0	100%	86
Comments/Explanation/Conclusion:			No additional Industrial/Commercial properties were identified this reporting year.	

3. BMPs Implementation

Provide the reporting data as suggested in the following table.

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Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Landfills	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Industrial/Commercial	2	2	100%	0	2	2	100%	0	86	0

Comments/Explanation/Conclusion:

Staff made inspections this year based on complaints or observations of a need for upgrades to BMPs. Compliance was very good and exceptions were addressed in a timely manner.

4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
Verbal	2	2	2	2	2	2	Approx 25
Beyond verbal	0	0	0	0	0	0	Approx 5

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Facilities by category	Number of Warning letters	Number of NOVs	Number of Referral	Number of Other
	0	0	0	0
Comments/Explanation/Conclusion:		2 locations corrected deficiencies without the use of additional enforcement action.		

5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Highly Effective ☒

Somewhat Effective ☐

Non-effective ☐

Comments/Explanation/Conclusion:

Staff will continue to work with the contract hauler who is also the street sweeping contractor to address reducing pollution that is historically associated with sidewalk dining. All other components of the program are doing well.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities.

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C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐
Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year. **See attachment B**
2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
 - a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐
 - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐
 - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐
 - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐
3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

Conditions include erosion control program, self-inspections, brochure distribution, scheduling of excavation and grading for dry weather periods, use of gravel approaches, protection of trees and foliage, strict house-keeping standards, and vehicle maintenance procedures.

4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

The City follows standards set by the principal permittee.

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5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☒ No ☐

6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

All projects are referred to the Public Works Department for review of SUSMP criteria prior to plan approval.

7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?

a)	Residential	0
b)	Commercial	0
c)	Industrial	0
d)	Automotive Service Facilities	0
e)	Retail Gasoline Outlets	0
f)	Restaurants	0
g)	Parking Lots	0
h)	Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area	0
i)	Total number of permits issued to priority projects	0

8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? N/A%

9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

This task has already been completed.

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10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? 1
11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒
12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes ☒ No ☐

If no, provide an explanation and an expected date of completion.

N/A

13. Did your agency update any of the following General Plan elements in the past year?
- a) Land Use Yes ☐ No ☒
- b) Housing Yes ☐ No ☒
- c) Conservation Yes ☐ No ☒
- d) Open Space Yes ☐ No ☒

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

General Plan update is currently being developed with enhanced water quality management considerations.

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14. How many targeted staff were trained last year? **0**
15. How many targeted staff are trained annually? **varies**
16. What percentage of total staff are trained annually? **varies**
17. Has your agency developed and made available development planning guidelines? Yes ☒ No ☐
18. If no, what is the expected date that guidelines will be developed and available to developers? **N/A**
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

Developer guidelines are available from the City. The City updates information as recommended by the Principal Permittee.

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D. Development Construction Program

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

Construction projects were down in FY 10/11 in the City of Sierra Madre, as it is a bedroom community that has been nearly built-out. The only project over an acre was on Pasadena Unified School District property. Small projects are always monitored for runoff affected by the construction activity.

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes ☒ No ☐
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☒ No ☐
- c) Is located in a hillside area Yes ☒ No ☐

3. Attach one example of a local SWPPP **See attachment C.**
4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

A WDID number, or other proof of NOI submittal must be provided for projects meeting GCASP requirements before permits are issued.

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5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? 1
6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 1
7. How many building/grading permits were issued to construction site less than one acre in size last year? 7
8. How many construction sites were inspected during the last wet season? 3
9. Complete the table below.

Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	1	33%	3	0
Off-site discharge of other pollutants	0	0	0	0
No or inadequate SWPPP	1	33%	3	0
Inadequate BMP/SWPPP implementation	1	33%	3	0

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

A verbal warning and order to correct the situation is given for minor violations. Administrative citations, including fines may be issued through code enforcement process. For larger scale violations, a written Notice of Violation is issued and follow-up inspections are conducted to ensure compliance. If necessary, a stop-work order may be issued until the site is in compliance.

11. Describe the system that your agency uses to track the issuance of grading permits.

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There is a log in the Public Works Department that contains copies of all grading permits and associated licenses and insurance. These permits are also electronically maintained with management software.

E. Public Agency Activities (Part 4.F)

1. Sewage System Maintenance, Overflow, and Spill Prevention
(only applicable to agencies that own and/or operate a sanitary sewer system)

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes ☒ No ☐
- b) How many sanitary sewer overflows occurred within your jurisdiction? 0
- c) How many did your agency respond to? 0
- d) Did your agency investigate all complaints received? Yes ☒ No ☐
- e) How many complaints were received? 1
- f) Upon notification, did your agency immediately respond to overflows by containment? Yes ☐ No ☒
- g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes ☐ No ☒
- h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes ☒ No ☐
If so, describe the program:

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The City of Sierra Madre updated and trained all applicable staff on SSO procedures in FY 10/11. Sewage spills, leaks or complaints of such nature are responded to immediately. There was only one such complaint in FY 10/11 and the spill was entirely on private property. As part of general response protocols, barriers such as sandbags are used to berm all catch basins near the spill. A licensed haz-mat crew and/or plumber are obtained as quickly as possible when needed. All appropriate agencies are contacted and updated as promptly as necessary.

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4? Yes ☒ No ☐

If so, describe the program:

The City crews repair leaks and correct problems within the sewer system as they come to the City's attention via routine inspection or reported problem. Sewer lines are routinely inspected and cleaned per the updated Sewer System Management Plan that was adopted in 2009. The entire Public Works staff received training on the procedures, including SSO response, outlined in the plan.

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit ? %
- b) Give an explanation for any sites greater than 5 acres that were not covered:

N/A

- c) What is the total number of active public construction sites? 0
- How many were 5 acres or greater in size? 0

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- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? Yes ☒ No ☐

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes ☒ No ☐

The City follows SWPPP procedures for its maintenance yard. It is reviewed annually and updated as necessary.

- b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:
- (1) Good housekeeping practices
 - (2) Material storage control
 - (3) Vehicle leaks and spill control
 - (4) Illicit discharge control

Regular good housekeeping practices are used as well as random spot inspections to ensure compliance. Announced inspections are also done regularly and runoff sampling is done at the beginning and end of rain season when possible.

- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes ☐ No ☒
If not, what is the status of implementing this requirement?

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Future planned project delayed by budgetary constraints.

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? **One area.**

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers?

Yes ☒ No ☐

Briefly describe this protocol:

This task is completed only by qualified contractors with valid Pesticide Applicators certificates.

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

This condition is specified in the contract documents and monitored during such rain events.

- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of?

Yes ☐ No ☒

If so, list them:

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N/A

- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator? N/A
- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

The planting and/or retention of native, drought-tolerant vegetation is encouraged in all areas to achieve this goal. The City's landscaping of its downtown area bow-outs include only native, drought-tolerant vegetation. The most recent park addition to the city used only native and drought-tolerant vegetation, and the City adopted a Water Efficient Landscaping ordinance last year.

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C? Yes ☒ No ☐
- b) How many of each designation exist in your jurisdiction?
- | | |
|-------------|------------|
| Priority A: | 22 |
| Priority B: | 42 |
| Priority C: | 150 |

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- c) Is your city subject to a trash TMDL? Yes ☒ No ☐
- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

The City has installed partial capture devices at basins that are identified as most susceptible to trash and other debris over the previous years. These are cleaned as needed by staff or per contract with the County. The City has also passed a no-smoking ordinance in the downtown area in an effort to curtail cigarette butts pollution. Staff has installed and tested two prototype full capture devices with retractable gates and is preparing to expand installations to targeted locations.

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- e) How many times were all Priority A basins cleaned last year? **At least twice**
- f) How many times were all Priority B basins cleaned last year? **At least twice**
- g) How many times were all Priority C basins cleaned last year? **At least twice**
- h) How much total waste was collected in tons from catch basin clean-outs last year? **900lbs**
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year.
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction? Yes ☒ No ☐
- k) How many new trash receptacles were installed last year? **No new receptacles were needed.**
- l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:
- (1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐
- (2) Arrange for temporary screens to be placed on catch basins? Yes ☒ No ☐
- (3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes ☒ No ☐
- m) Did your agency inspect the legibility of the catch basin stencil or labels? Yes ☐ No ☐
What percentage of stencils were legible? **100%**

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- n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? **N/A** Yes ☐ No ☐
- o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? Yes ☒ No ☐
Is the prioritization attached? **N/A** Yes ☐ No ☐
- p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes ☒ No ☐
What changes have been made?

No changes are necessary at this time.

- q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? Yes ☒ No ☐
- r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

City crews use care and standard BMPs during clean-outs to prevent debris from entering the MS4.

- s) Where is removed material disposed of?

Material is initially stored in a trash bin at the maintenance yard, and then taken by our contracted waste hauler for disposal.

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6. Streets and Roads Maintenance

- a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:
- (1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes ☒ No ☐
 - (2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes ☒ No ☐
 - (3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes ☒ No ☐
- b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:
- (1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes ☒ No ☐
 - (2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☒ No ☐
 - (3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes ☒ No ☐

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- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- (1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐
- (2) Identify and select appropriate BMPs? Yes ☒ No ☐

7. Parking Facilities Management

- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☐ No ☒
How many?

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8. Public Industrial Activities Management

- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? Yes ☒ No ☐
- b) Does your agency serve a population of less than 100,000 people? Yes ☐ No ☒

9. Emergency Procedures

- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? Yes ☒ No ☐
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? Yes ☒ No ☐

10. Feasibility Study

- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? Yes ☒ No ☐
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer? Yes ☐ No ☒

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F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.). See attachment D
2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

As the City is a built-out bedroom community and has very little development, staff is not aware of any permitted connections to our portion of the MS4. The County of Los Angeles (Principal Permittee) owns the remaining portion and may have a map listing all of their permitted connections.

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

The City of Sierra Madre staff responds to complaints and/or observations of illicit discharges or illicit connections by launching an investigation into the complaint within 24 hours. Should a violation occur, a verbal warning and order to correct is given for minor incidents; while a Notice of Violation will be given for more serious offenders. Staff will take all necessary steps to prevent any pollutant from entering the system if there is a potential for run-off reaching a storm drain.

4. Describe your record keeping system to document all illicit connections and discharges.

All identified illicit connections and illicit discharges are kept in both paper file and electronic database which includes all pertinent information.

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5. What is the total length of open channel that your agency owns and operates? The City does not own or operate an open channel. N/A
6. What length was screened last year for illicit connections? N/A
7. What is the total length of closed storm drain that your agency owns and operates? 3.7 miles
8. What length was screened last year for illicit connections? 0
9. Describe the method used to screen your storm drains.

The City has determined that all priority storm drains belong to the County of Los Angeles and has received no indications of reporting of illicit connections.

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02	0	N/A	N/A	N/A	N/A	N/A	N/A
02/03	0	N/A	N/A	N/A	N/A	N/A	N/A
03/04	0	N/A	N/A	N/A	N/A	N/A	N/A
04/05	0	N/A	N/A	N/A	N/A	N/A	N/A
05/06	0	N/A	N/A	N/A	N/A	N/A	N/A
06/07	0	N/A	N/A	N/A	N/A	N/A	N/A
07/08	0	N/A	N/A	N/A	N/A	N/A	N/A
08/09	0	N/A	N/A	N/A	N/A	N/A	N/A
09/10	0	N/A	N/A	N/A	N/A	N/A	N/A

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11. Explain any *other* actions that occurred in the last year. **N/A**

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported?

**Within
24
hours
policy**

a) Were all identified connections terminated within 180 days?

Yes ☐ No ☐

b) If not, explain why.

N/A

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from you database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	0	0	0	0	0	0	0
02/03	1	1	0	0	0	0	0
03/04	2	2	0	0	0	0	0
04/05	1	1	0	0	0	0	0
05/06	0	0	0	0	0	0	0
06/07	0	0	0	0	0	0	0
07/08	4	1	0	0	0	0	0
08/09	3	3	0	0	0	0	1
09/10	3	3	0	0	0	0	2
10/11	3	1	2	1	0	0	1

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14. What is the average response time after an illicit discharge is reported?

15 min

a) Did any response times exceed 72 hours? Yes ☐ No ☒

b) If yes, explain why.

N/A

15. Describe your agency's spill response procedures.

When a spill is reported (or observed), an inspector is assigned to begin an investigation immediately or within 24 hours. The inspector reports to the site and determines the extent of the spill and the action to be taken. Inspector also attempts to determine the source of the spill and will call other agencies as necessary. Discharges are stopped and clean-up is initiated when needed. Follow-up inspections are completed when warranted. Electronic and paper records are created and maintained.

16. What would you do differently to improve your agency's IC/ID Elimination Program?

The program in place is effective and no changes are deemed to be necessary at this time.

17. Attach a list of all permitted connections to your storm sewer system. N/A

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V. Monitoring

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2. **Currently, the City participates with the Los Angeles County's Coordinated Monitoring Plan and contributes funding as prescribed in the MOU.**

VI. Assessment of Program Effectiveness

A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following: **See Attachment E.**

1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;
2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;
3. A summary of the strengths and weaknesses of your agency's storm water management program;
4. A list of specific program highlights and accomplishments;
5. A description of water quality improvements or degradation in your watershed over the past fiscal year;
6. Interagency coordination between cities to improve the storm water management program;
7. Future plans to improve your agency's storm water management program; and
8. Suggestions to improve the effectiveness of your program or the County model programs.

B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182. **Ten (10)**

C. List any suggestions your agency has for improving program reporting and assessment. **None at this time.**

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"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted.

Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility, of a fine and imprisonment for knowing violations.

Executed on the 31st day of August, 2011,

at 2:30 PM.

Printed Name Elaine Aguilar Title City Manager

(Signature) ____ (signed on Certification Statement) _____

Signature by duly authorized representative